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|  | [http://marcomm.upm.edu.my/news/v1/images/logoUPM.png](http://www.upm.edu.my/) | | | | | | | | | | | | | | | **OPERASI PERKHIDMATAN SOKONGAN**  **PEJABAT PENDAFTAR** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
| **BORANG TEMPAHAN MAKANAN** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  | **Peringatan:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  | Tempahan hendaklah dimaklumkan kepada Seksyen Pentadbiran dan Kewangan selewat-lewatnya 3 hari sebelum aktiviti dijalankan. Sekiranya tempahan dibuat kurang dari tempoh tersebut, urusan pembelian makanan hendaklah diuruskan sendiri oleh pihak penganjur aktiviti.  Sila tanda (**√** )pada kotak yang dipilih. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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|  | **Nama Pemohon** | | | | | | | **:** | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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|  | **Seksyen / Bahagian** | | | | | | | **:** | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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|  | **No. Tel (ext. / HP)** | | | | | | | **:** | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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|  | **Aktiviti** | | | | | | | **:** | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  |  | | | | | | |  | | | | | *(Mohon lampirkan sesalinan surat penganjuran aktiviti)* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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|  | **Tempat Aktiviti** | | | | | | |  | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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|  | **Tarikh Aktiviti** | | | | | | | **:** | | | | |  | | | | | | | | | | | | | | | | | | | | | | **Masa Aktiviti** | | | | | | | | | : | | | |  | | | | | | | | | | sehingga | | | | | | |  | | | | | | | | | | |  | | |  |
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|  | **Nota** : Seksyen Pentadbiran dan Kewangan berhak untuk membuat pindaan terhadap tempahan yang diterima. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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|  | **PAKEJ A** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
|  | 1 | | Majlis Rasmi/ Mesyuarat atau  Kursus/ Bengkel (separuh hari) | | |  | | | | | | | | | | | | | | |  | | | |  | | | | |  | | | |  | | | | | | | | | | | |  | | | | | |  | | | | |  | | | | | | | | | | | |  | | | | |  | | | | |  |
|  | Sarapan Pagi | | | | | | | | | | | | | | |  | | | | **ATAU** | | | | | | | Makan Tengah Hari | | | | | | | | | | | | | |  | | | | | | **ATAU** | | | | | | | Minum Petang | | | | | | | | | | |  | | | |  | | | | |  |
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|  | Bilangan orang  *(Minimum 5 orang)* | | | | | | | | | | | | | | | | | | | | | | | | : | | | |  | | | | | | | | | | | | | | | | | | | |  | | (mohon dilampirkan senarai nama) | | | | | | | | | | | | | | | | | | |  | | |  |  |
| 2 | | Makan Tengah hari hanya untuk majlis rasmi sahaja  (Contoh : Forum/Perasmian/ Pelancaran/Jemputan luar) | | |  | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | | | | | | | | | | | | | | | | | | |  | | | | | |  | | | | | | | |  | | | | |  | | | | | |  |
|  | **ATAU** | | | | | | | | | | | | | | | | Air Sahaja | | | | | | | |  | | | |  | | | | | | | | | | | | | | | | | | | |  | | | | | |  | | | | | | | |  | | | | |  | | | | | |  |
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|  | **PAKEJ B** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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|  | Kursus / Bengkel/ Seminar  (Seharian) | | | | | Sarapan Pagi | | | | | | | | | | | | | | | | | **DAN** | | | | Makan Tengah Hari | | | | | | | | | | | | |  | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
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|  | *(Minimum 15 orang)* | | | | | | | | | | | | | | | | | | | | | | | |  | | |  | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | |  | | | |  | | |  |
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|  | **DILENGKAPKAN OLEH SEKSYEN PENTADBIRAN DAN KEWANGAN** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | |
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|  | | Katering Sepenuhnya | | | | | | | |  | | | | |  | | |  | | | | | | | | Dalaman | | | | | | | | | | | | |  | | | | | | Vot Peruntukan | | | | | | | | | | | | | | | | : | |  | | | | | | | | | | | | | | | |  |
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|  | | Nama Katerer | | | | | | | | : | | | | |  | | |  | | | | | | | |  | | | | | | | | | | | | |  | | | |  | | No. Tel Katerer | | | | | | | | | | | | | | | | : | |  | | | | | | | | | | | | | | | |  |
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|  | | Catatan (*Sekiranya ada*) | | | | | | | | **:** | | | | |  | | |  | | | | | | | |  | | | | | | | | | | | | |  | | | |  | | | | | | | | | | | | | | | | | |  | |  | | | | | | | | | | | | | | | |  |
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**Kadar Caj Tuntutan Belian Makanan di Pejabat Pendaftar**

1. Kadar Caj Penyediaan Makanan untuk Katerer Penuh

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| **Bil** | **Jenis Hidangan** | **Kadar Maksimum Seorang (RM)** |
| 1. | Sarapan pagi | 4.00 |
| 2. | Makan tengah hari | 10.00 |
| 3. | Minum petang | 4.00 |

1. Kadar Tuntutan Belian Makanan

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| **Bil** | **Jenis Hidangan** | **Kadar Maksimum Seorang (RM)** |
| 1. | Sarapan pagi | 4.00 |
| 2. | Minum petang | 4.00 |